

WE ARE HIRING!

RECEPTIONIST

**MERCHANT BANK OF
SRI LANKA & FINANCE
PLC,**

a subsidiary of the Bank of Ceylon, is a fast-growing financial institution offering rewarding career opportunities.

Job Role

- Greet and welcome visitors courteously and professionally
- Answer, screen, and direct incoming phone calls
- Handle inquiries from visitors, clients, and staff in a friendly manner
- Manage incoming and outgoing correspondence (emails, courier, letters)
- Schedule appointments and assist with meeting arrangements
- Perform other duties as assigned by management

Qualification

- Pleasant personality with good communication skills
- Proficiency in English (spoken and written)
- G.C.E. O/L qualification (preferably with 5 credits) or G.C.E. A/L qualification (3 passes)
- Prior experience in a receptionist or front-desk role will be preferred
- Certificate or Diploma in Office Administration, Customer Service, or a related field will be an advantage

Apply Now



careers.mbsl@mbslbank.com